

JULY 2023



VOL. 28 NO.7

**DEPARTMENT OF FINANCE & ADMINISTRATION  
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT**

**WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)**

**TELEPHONE NUMBER: 601-359-3409**

**FAX NUMBER: 601-359-3910**



**ISSUED BY THE OFFICE OF  
PURCHASING, TRAVEL AND  
FLEET MANAGEMENT**

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# FEATURED CONTRACT *Furniture*



**Commodity:** Furniture

**Type of contract:** Negotiated Contract which means prices can be negotiated for the best price from the vendors.

**Effective Contract Dates:** July 1, 2023 – June 30, 2024.

**Vendors on Contract:** There are currently ninety-four (94) vendors offering a variety of Furniture products. To view products and compare prices among vendors please access the below link:

<https://www.dfa.ms.gov/negotiated-contracts>

**Contract Spend:** During last period, the contract total spend was \$15,661,059.71.

**OPTFM Contract Analyst:** LaShun Smith – [LaShun.Smith@dfa.ms.gov](mailto:LaShun.Smith@dfa.ms.gov)

# CONTRACT *Listings*



## OPTFM Contracts by Analyst Responsible

Please contact the analysts below if you need assistance with any OPTFM contracts:

- **ASHLEY SMITH**

- Ammunition
- Fire Protection
- MS Recycle Products
- Laundry/Linen Rental Services

- **EASTER HAIMUR**

- Janitorial Supplies
- Lab Supplies
- Copiers/Printers
- Mailing Equipment
- Office Supplies

- **SHAKRITA FIELDS**

- Furniture (N-Z)
- Firefighting Uniforms
- Water Treatment

- **JAMES BRABSTON**

- Traffic Signals
- Ground Maintenance
- Soft Body Armor
- Office Papers

- **LASHUN SMITH**

- Incontinence
- Laundry Chemicals
- Furniture (H-M)
- Toner

- **KIZZIE SHORTER**

- Furniture (A-G)
- Interior Signage
- Maintenance Repair & Operations
- Panel Systems
- Carbonless Paper

# FLEET NEWS

## Certified MS Fleet Managers Class

BFM is considering offering a Certified MS Fleet Manager class in September 2023. Only **2** individuals per agency will be allowed to attend per class. If you or your agency has anyone that will be maintaining fleet data, please send their name and contact information to Ashley Harrell at [Ashley.Harrell@dfa.ms.gov](mailto:Ashley.Harrell@dfa.ms.gov) or Ramona Jones at [Ramona.Jones@dfa.ms.gov](mailto:Ramona.Jones@dfa.ms.gov).



Ramona Jones, Director  
Ashley Harrell, Analyst

[ramona.jones@dfa.ms.gov](mailto:ramona.jones@dfa.ms.gov)  
[ashley.harrell@dfa.ms.gov](mailto:ashley.harrell@dfa.ms.gov)



### **Fuelman Billing Issues**

If your agency has any Fuelman billing issues, please contact Fuelman, Andrea Mercer at 1-800-877-9019, ext. 15507.

### **Vendor Issues**

If you are experiencing issues with any vendors under BFM and would like to file a complaint, please fill out the **Vendor Performance Form** located on the DFA website for **OPTFM** under **Marketing, Travel, Card Programs**.

### **Legislation 2023**

*Effective July 1, 2023, Senate Bill 2844 (SB 2844) revised MS Code 25-1-77 Section 2(f)* Bureau of Fleet Management has the authority to reassign vehicles in the possession of any state agency if the bureau believes that another state agency can make more efficient use of a vehicle. This revision allows state agencies to transfer vehicles to another state agency without monetary exchange as previously required. All transfers must be approved by BFM prior to transfer.

BUREAU OF TRAVEL  
AND CARD PROGRAM

Let's Travel!



This is a great benefit for all your employees for business and leisure travel! Please feel free to reach out to Sandy Clinton, Sales Manager at G6 Hospitality and let her know you are a state government employee prior to booking your lodging . Check out the discounts on hotel lodging and take advantage of the savings. If you have any additional questions in regards to our State Government Travel Program, please contact me at [Demetra.Hayes@dfa.ms.gov](mailto:Demetra.Hayes@dfa.ms.gov).

**State of Mississippi Employees & Staff Members:**

You now receive a 10% Discount off of our best available rate at all Studio 6 Extended Stay and Motel 6 properties at 1,400 locations within the U.S. The discount may be used for Business or for Leisure Travel by all State Employees.

**Features:** Studio 6 features a full kitchen in each room and most Motel 6 properties have microwaves/refrigerators available. Pets Are Welcome. Free Wi-Fi and Free Parking at all locations. Most locations also have a coin operated laundry on site.

To make reservations online and automatically receive the 10% Discount:

<https://www.motel6.com/en/cp/ms.html> [motel6.com]

To make reservations by phone: Request "State of Mississippi Employee Discount" Give the Reservation Agent this Code: CPD3GA8Y

Call 1-855-445-3388 for Individual Reservations

Call 1-855-366-2257 for Group Reservations

For any questions regarding the discount, please see my contact information below. We hope you will enjoy using the Discount anytime you travel, for BUSINESS OR LEISURE!

Sandy Clinton  
National Sales Manager-State/Federal Government  
[Clinton\\_Sandy@g6hospitality.com](mailto:Clinton_Sandy@g6hospitality.com)



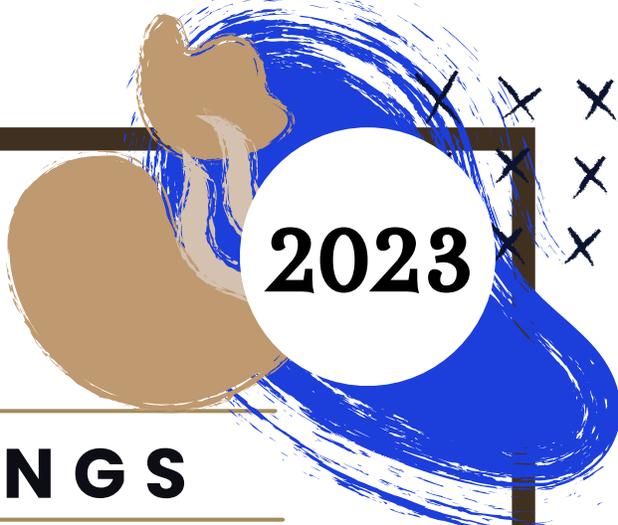


# Procurement Card Update

On March 23rd, 2023, the State of Mississippi's Procurement Card Service Provider, UMB Bank began a conversion to TSYS card distribution services. OPTFM has been working diligently with the bank and card users to resolve any issues associated with the conversion.

- It has been reported and confirmed that all card transactions done on May 23rd, 2023, were not calculated on May 2023 monthly bank statements. This may cause your statement balances to be short, resulting in you owing the bank more than reported. Please pay the balance on the statement, to avoid delinquency. Make note of the difference and file it for your records in case the payment needs to be revisited.
- Misapplied payments have also been reported. To avoid this from happening, please provide the full 11-digit Reference Number on your Control Account Statement as well as the Last Four Digits of the Control Account Number in the SOMS Field in MAGIC. Providing both sets of numbers will allow both DFA/OFM & UMB to process payments properly.
- UMB processing times are delayed.
- Primary Coordinators who have not received their new online login credentials to UMBCC or missing account information on their page, please continue to notify OPTFM.

**\*\*\*New Accounts Notice:** OPTFM Bureau of Marketing Travel & Card Programs will be suspending all new card applications beginning **July 1** until further notice. Existing cards will remain in place but additional card applications and brand-new participants to the State of MS Procurement Card program will be affected. This will enable us to focus on resolving current concerns. We apologize for any inconvenience and will be working hard to reopen the program to new users. Thank you in advance for your support and understanding.\*\*\*



**2023**

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# **PPRB MEETINGS**

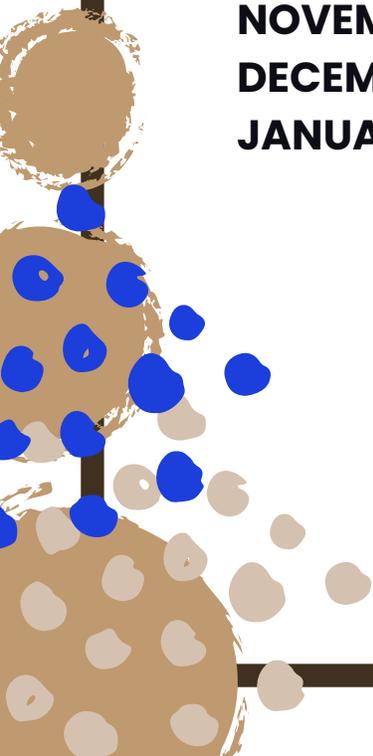
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## **PPRB Meeting Date**

**JANUARY 4, 2023**  
**FEBRUARY 1, 2023**  
**MARCH 1, 2023**  
**APRIL 5, 2023**  
**MAY 3, 2023**  
**JUNE 7, 2023**  
**JULY 5, 2023**  
**AUGUST 2, 2023**  
**SEPTEMBER 6, 2023**  
**OCTOBER 4, 2023**  
**NOVEMBER 1, 2023**  
**DECEMBER 6, 2023**  
**JANUARY 2024**

## **Submission Deadlines**

**DECEMBER 7, 2022**  
**JANUARY 4, 2023**  
**FEBRUARY 1, 2023**  
**MARCH 1, 2023**  
**APRIL 5, 2023**  
**MAY 3, 2023**  
**JUNE 7, 2023**  
**JULY 5, 2023**  
**AUGUST 2, 2023**  
**SEPTEMBER 6, 2023**  
**OCTOBER 4, 2023**  
**NOVEMBER 1, 2023**  
**DECEMBER 6, 2023**



# The Office of Purchasing, Travel and Fleet Management

**Ross Campbell, Director, OPTFM**

**Belinda Russell**

**Bureau of Purchasing and Contracting**

**Steve Tucker, Director**

**James Brabston**

**LaShun Smith**

**Easter Hamiur**

**Kizzie Shorter**

**Shakrita Fields**

**Ashley Smith**

**Daphne Baker**

**Bureau of Marketing, Travel and Card Programs**

**Yolanda Thurman, Director**

**Candice Hay**

**Deron Simpson**

**Demetra Hayes**

**Alicia Adams**

**Niki Hobkirk**

**Bureau of Fleet Management**

**Ramona Jones, Director**

**Ashley Harrell**

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